IDEA - Frequently Asked Questions

Where can I download the board template?
Once you register on Judgify, <u>the confirmation email will have the link to download your submission board template.</u>

Where can I find the judging criteria?
Judging criteria and submission checklist can be found on our website, Judgify homepage, and through a link in the confirmation email once you register on Judgify.

What file formats can I create my submission in?
Board templates are available as PDF, Illustrator, or PowerPoint file formats. Once your board is done, save as a PDF to upload with your submission. <u>PDF format is the only file type the upload will accept.</u>

If I start a submission, can I save it and come back to it?
When submitting an entry, you will have the option to save the submission as a draft and then later can come back and complete the submission.

If I register and later decide not to submit, is that ok?
Yes, your submission is only confirmed once you pay. Any in-progress submissions are not reviewed by the judges. Make sure you submit and pay before the deadline!

I want to submit multiple projects by multiple designers in my firm so we can pay at once. Is that possible?
Yes, one registrant can submit multiple projects for multiple designers at one time. Make sure the correct IIDA member is associated with each project in the submission information.

I didn't receive a confirmation email after I submitted my project. Is that to be expected?
You will receive a confirmation email from Judgify after you submit your project. Check your junk folder and email filters to allow emails from awards@judgify.me.

Can I adjust the board template?
NO! The templates are not to be adjusted. This includes: Font (Arial), font size (Project name 48/Project Summary 22), font color (black), background color (white), orientation (horizontal.) **Changing the template will void the submission entirely.**

Are the narratives weighted differently?
No, there are no longer points associated with the narratives. It is important to review the Judging Criteria and address items noted, as narratives will be taken into consideration by the judges in Rounds 2 and 3.

When do I pay? Do I pay for multiple submission at once or each individually?

Your submissions are complete when payment is made. When entering multiple submissions, all the submissions are put on the order and payment can be made in full.

My firm is a sponsor, where do I enter my coupon code?

At payment, there is a coupon code field. If you have questions about your code, contact our VP of Sponsorship.

Do I need to be an IIDA Great Plains Chapter member to submit a project?

Yes, only IIDA Great Plains Chapter members in good standing are eligible to submit a project. When submitting a project, the IIDA member name, member number, and role are required. Members do not need to reside in Nebraska or Iowa but do need to be a member of IIDA Great Plains Chapter and only submit to our awards program.

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Other questions? Please contact our VP of Members.